

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PLANNER**

Jurisdictional Class: **Competitive**

Date Adopted: **April 4, 1990 , or earlier**

Date Revised: **1/1/98, 5/3/01 (Spec. Req.)**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: Planner is an entrance level professional position. Incumbents perform basic office and field assignments on planning agency projects and grant applications. A Planner works under the general supervision of a senior planner or the Director of Planning and Development. Initially, little leeway is allowed for the exercise of independent judgment however assignments increase in complexity and responsibility as the Planner gains experience. An experienced planner may be delegated considerable independence and discretion in performance of the work and may supervise non-professional staff. The class is distinguished from that of Senior Planner by the level of experience and expertise, the difficulty of assignments and degree of supervision required. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects data and researches, investigates and analyzes sociological, economic, development and environmental factors related to public planning.

Collects, analyzes and tabulates census data for use in population, hiring, community development and land use matters.

Monitors state and federal assistance programs and prepares state and federal grant applications.

Obtains and collates tax, debt and revenue data for government capital improvement projects.

Prepares line drawings, charts, designs, maps, graphic materials and layouts to scale.

Reviews requests for zoning variances, housing redevelopment and rehabilitation, land use changes and subdivision plans.

Attends civic, business and committee meetings to determine planning needs and extend the services of the planning agency.

May maintain records of planning unit activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology and practices employed in planning; sociological, economic, environmental, engineering, design and research factors in planning problems; principles and practices of drafting, mapping and preparation of graphic materials; methods of collecting, analyzing and interpreting statistical data; basic research methods and techniques used in planning; preparation of grant applications;

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ability to understand complex oral and written directions; conduct field studies and research projects; get along well with others; initiative, tact, courtesy, integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) A Bachelor degree in planning from an accredited college or university, OR
- (B) A Bachelor degree in sociology, economics, statistics, geography, government, public administration, education or ecology from an accredited college or university AND a year of professional experience in planning, community development or in the field in which the degree was granted, OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.